



Google Calendar *in the Classroom*

Created by CUE and WestEd for Google

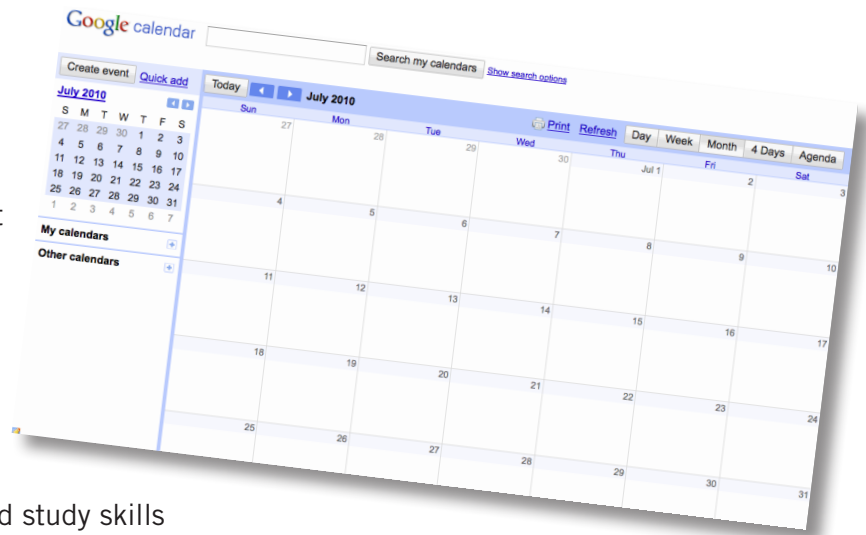


Get the tool: <http://calendar.google.com>

Google calendar

What is it?

Google Calendar is more than your average day planner. It's a communication tool, a collaboration tool, a resource scheduler, a task list, an event reminder, and a community calendar. You can also use Calendar to send out information to students, staff, parents and the community by linking with other tools.



Why use it?

Students can use Google Calendar to:

- Learn organization, time management, and study skills by keeping a school calendar for homework, tests, study sessions, and due dates.
- Collaborate during group projects by creating and sharing a calendar with everyone in the group.
- Subscribe to teacher, class, or school calendars - so they don't miss important dates and activities.

Teachers can use Google Calendar to:

- Create pacing guides and share them with students, other teachers and administrators - or embed the calendar on a website.
- Give students view-only rights to share information or give teaching partners edit rights to collaborate schedules for great cross curriculum teaching.
- Attach a document to an event so students have access to assignment resources at the time when they're needed.
- Use Calendar Resources to check out A/V equipment , rooms or more through your school's calendars. (Google Apps for Education only)
- Schedule virtual guest speakers from around the world using Event Timezones.

Expert Tip



Need to help your students remember to study for a test? After you share your class calendar with them or they build theirs, have them turn on SMS reminders. Settings > Mobile Setup > follow the instructions.

Instructional Ideas

Elementary. Students review how to read and calculate time traditionally using digital and analog clocks and learn the agenda format as another way to understand time. This format allows students to see “blocks” of time and challenges them to start thinking and visualizing differently about time and segments of time. Example: <http://goo.gl/tk6O>

Middle School. Using Google Calendar and a research-based table listing the history of living organisms scaled down to a one year duration, students will collaborate to create a Google calendar showing the history of life on Earth that includes links to background information of the events and summarizing that time period. Example: <http://goo.gl/k37y>

High School. Great Moments in Art is an event calendar that uses Google Calendar to create a calendar of artist birthdays and other moments in art history and link those events to a geographic location. Students may visit any museum website and select an artist or art event to research. Example: <http://goo.gl/qd15>

Google Calendar in Action

Project: Google Calendar embedded on a website and Google Calendar events published to Twitter for a dynamic and informative website

Grade/Subject: All

URL: Google Calendar on a school web site with event publisher button: <http://goo.gl/9eKS3>

Google Calendar to twitter feed with Feed Burner subscription: <http://goo.gl/rPCT7>

Great schools communicate not only between administration and teachers or teachers and students, but also with parents and members of the community. A Google Calendar can be easily embedded in a website in order to help meet these communication needs. Administrators can post calendars for professional development opportunities. Teachers can post calendars for pacing guides and class assignments/assessments. The school can post all activities for parents and the community. Reminders can even be sent to Twitter, Facebook or other services like Feed Burner to have the information delivered to your audience in whatever format works for them.



Additional Resources

More Examples

Administrator workshop with Google Calendar:

<http://goo.gl/yEeK>

Google Calendar at Google Teacher Academy:

<http://goo.gl/NSfc>

Introduction to Google Calendar for the Casual User:

<http://goo.gl/ucFg>

Using Google Calendar for Lesson Planning:

<http://goo.gl/lcJp>

Complementary Tools

- Google Calendar Event Publisher Guide
- Google Calendar Sync
- Google Docs
- Google Sites
- GMail

In order to comply with federal law and the Google Terms of Service, students need to be over 13 years of age to use any product which requires a Google Account.

Students may participate in product use if the account is owned by a parent or teacher and that parent or teacher is present when the product is being used.

<http://www.google.com/educators>